

COUNTY OF ERIE

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ERIE COUNTY LEGISLATURE

Local Law Intro. No. 8 - 2004

Local Law No. 5 - 2004

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A LOCAL LAW to create an Employee Suggestion Program in Erie County.

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ERIE, AS FOLLOWS:

Section 1. DEFINITIONS

- a) SUGGESTION - A definite, constructive, original idea, which has been researched and submitted in writing, by an eligible county employee on an Employee Suggestion Program Form, which is intended to result in the more efficient and economical operation of Erie County government.
- b) ELIGIBLE COUNTY EMPLOYEE - All full and part-time employees who are on the active payroll of Erie County government, with the exception of Commissioners, Department Heads, Deputy Commissioners or supervisory employees whose job responsibilities call for them to seek methods to improve operations and services.
- c) EMPLOYEE SUGGESTION REVIEW COMMITTEE - There shall be an Employee Suggestion Review Committee made up from the Commissioner or their designee from the affected County department, Unit Supervisor, and a department clerical person to track and maintain suggestions and records. Representatives from the Budget Department and a Union Representative will be notified of the meeting and results, but are not required to attend.
- d) EMPLOYEE SUGGESTION AWARD COMMITTEE - There shall be an Employee Suggestion Award Committee made up from the Deputy County Executive, affected department Commissioner, Labor Director, Budget Director or their representative and a staff member to maintain records and/or decisions.

Section 2. PROCEDURES

- a) All suggestions shall be submitted on an Employee Suggestion Program Form that has been properly signed and date/time stamped and shall become the exclusive property of the County of Erie. All decisions of the Review Committee and Award Committee shall be final, binding, non-reviewable and non-grieveable, except as provided by the rules and regulations promulgated by the Review Committee and Award Committee under Section 4.

- b) The Review Committee shall have the following powers and duties: to receive and review all suggestions submitted by eligible County employees within 45 days of Employee Suggestion Program Form submission; approve and coordinate the implementation of adopted suggestions; notify the employee of committee's decision; and make recommendations to the Award Committee.
- c) The Award Committee shall have the following powers and duties: review results of the implementation period; and determine and approve awards and recognitions. The decisions are final and binding – all decisions are non-grievable.
- d) Members of the Review Committee and Award Committee shall not receive any additional salary or compensation for service as members of these committees.

### Section 3. AWARD TO EMPLOYEES

- a) Awards will be based upon the benefit they bring to Erie County. All eligible implemented suggestions will receive consideration for some form of recognition.
- b) The minimum monetary award for a suggestion with either tangible savings or intangible savings will be \$50. There is no maximum amount. The employee can receive 10% of the first year's savings without limit.
- c) Payment will be made to the employee upon verification of annual savings by the Budget Director. The process may take up to one year.
- d) If adoption of a suggestion results in savings to one unit but a loss to another unit, the savings would be offset by the loss. Therefore, no monetary award shall be given in this instance.
- e) Eligible County employees may make joint suggestions with other eligible County employees; however, any award will be divided equally among the employees submitting the suggestion.

### Section 4. RULES AND REGULATIONS

- a) The Review Committee and the Award Committee shall make such rules and regulations as are lawful, necessary and appropriate for the proper administration of this program as it applies to their respective powers and duties, subject to the provisions of this Local Law, provided that the Legislature, by simple majority, has not voted to disapprove such rules or



regulations within sixty (60) days from the Review Committee and the Award Committee's written notice to the Legislature that such rules or regulations have been promulgated.

#### Section 5. PROHIBITIONS

- a) No suggestion shall be considered for an award by the Award Committee unless the suggestion has been submitted to the Review Committee in the manner provided by this Local Law or rules and regulations promulgated by the Review Committee or the Award Committee under Section 4 of this Local Law.

#### Section 6. SEVERABILITY

- a) If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

#### Section 7. EFFECTIVE DATE

- a) This Local Law shall take effect immediately upon filing with the Secretary of State pursuant to Section 27 of the New York State Municipal Home Rule Law.

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